

**R7-2-614. Administrative Certificates**

A. All certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-617.

**B. Supervisor Certificate -- grades Prekindergarten-12**

1. The supervisor certificate is required for all personnel whose primary responsibility is administering instructional programs, supervising certified personnel, or similar administrative duties.
2. The certificate may be renewed with a concurrently held teaching certificate. The expiration date shall be the same as the expiration date of the teaching certificate.
3. The requirements are:
  - a. A standard elementary, secondary, or special education certificate;
  - b. A Master's or more advanced degree;
  - c. Three years of verified teaching experience in grades Prekindergarten-12;
  - d. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in R7-2-603;
  - e. A practicum in educational administration or two years of verified educational administrative experience in grades Prekindergarten-12;
  - f. A passing score on the Arizona Administrator Proficiency Assessment; and
  - g. A valid Class 1 or Class 2 fingerprint clearance card.
4. A valid supervisor certificate from another state may be substituted for the teaching experience, program in educational administration, and practicum described in subsections (B)(3)(c), (d), and (e).

**C. Principal Certificate -- grades Prekindergarten-12**

1. The principal certificate is required for all personnel who hold the title of principal, assistant principal, or others with similar administrative duties.
2. The certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree;
  - b. Three years of verified teaching experience in grades Prekindergarten-12;
  - c. Completion of a program in educational administration for principals including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in R7-2-603;
  - d. A practicum as a principal or two years of verified experience as a principal or assistant principal in grades Prekindergarten-12;
  - e. A passing score on the Arizona Administrator Proficiency Assessment; and
  - f. A valid Class 1 or Class 2 fingerprint clearance card.
4. A valid principal certificate from another state may be substituted for the teaching experience, program in educational administration, and practicum described in subsections (C)(3)(b), (c), and (d).

**D. Superintendent Certificate -- grades Prekindergarten-12**

1. The superintendent certificate is required for superintendents, assistant or associate superintendents, district chief executive officers regardless of title, and others with similar district-level administrative duties. In school districts with a student population of fewer than 600, a superintendent certificate shall not be required until June 30, ~~2005~~ 2007.

2. The certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree including at least 60 graduate semester hours;
  - b. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative courses which teach the standards described in R7-2-603;
  - c. Three years of verified teaching experience in grades Prekindergarten-12;
  - d. A practicum as a superintendent or two years verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten-12;
  - e. A passing score on the Arizona Administrator Proficiency Assessment; and
  - f. A valid Class 1 or Class 2 fingerprint clearance card.
4. A valid superintendent certificate from another state may be substituted for the program in educational administration, teaching experience, and practicum described in subsections (D)(3)(b), (c), and (d).
5. Individuals who hold an Alternative Superintendent Certificate before the effective date of this rule shall be issued a Superintendent Certificate at the time of renewal. Individuals who were evaluated for an Alternative Superintendent Certificate before the effective date of this rule and who meet the qualifications in effect at the time of evaluation within two years of the evaluation shall be issued a Superintendent Certificate.